



TOWN OF SOUTHERN SHORES PLANNING AND CODE ENFORCEMENT

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REQUIRED AND COURTESY INSPECTIONS

Please note that not all projects will require all inspections listed below.

Call 24 hours in advance to request inspection.

OFFICE HOURS 8:30-5:00 PM MONDAY-FRIDAY

***Do not call for an inspection unless you have provided or completed
ALL of the requirements for that request***

When requesting an inspection please provide:

Property Owner's Name, the Street Address and the Type of Inspection requested

1) TEMPORARY POWER POLE - COURTESY INSPECTION

- a) ☐ **Provide Temporary Power Project Number** to Inspections Department to schedule an inspection for the release of a meter installation. Electrical Permit Sign-off is required.

2) FOUNDATION - REQUIRED INSPECTION(s)

Temporary toilet facilities (Port-a-John) if required must be on site.

Trash container must be on site.

Structure shall be laid off with string lines and batter boards or surveyor stakes to check required setbacks.

- **Piling Inspection.** Call for inspection when all pilings are on site **AND pilings are placed in the ground.** - **before scheduling** inspection ☐ **MATERIALS INVOICE** must be submitted to the Inspections Department
- **Under-Slab Inspection** (if utilities under slab). Concrete forms in place, all electrical, plumbing and/or heating and air conditioning facilities run
- **Slab Inspection** (no utilities) Termite Treatment applied and vapor barrier installed
- **Footing Inspection.** Trenches excavated, grade stakes installed, reinforcing steel (rebar) and supports in place and appropriately tied, concrete forms are in place and braced, and before any concrete is placed. All non-treated form materials must be removed after concrete sets.

3) FRAMING/SHEATHING - REQUIRED INSPECTION *All exterior tie downs, bolts and nailing of sheathing completed*

- a) IF in flood zone and IF already not obtained, submit ☐ **UNDER CONSTRUCTION ELEVATION CERTIFICATE**
- b) Submit ☐ **FOUNDATION SURVEY** showing location of structure in relation to setback lines, lowest heated & unheated floor elevations
- c) **HEIGHT CERTIFICATION** (if applicable) depicting maximum ridge height and top plate height above mean sea level (msl)
- d) All Framing, Bracing, Decks, Porches, and stairways for access to building and upper floors must be installed
- e) High Wind Zone tie downs and uplift connections (strapping, connectors, threaded rod, etc.) installed and visible

4) ROUGH-IN - REQUIRED INSPECTION

- a) Inspection deficiencies from Framing/Sheathing Inspection corrected
- b) Submit **signed permits (SIGN-OFFS)** by licensed **Sub-Contractors** (Electrical, Plumbing, Mechanical, LP Gas [fuel piping])
- c) Roof covering, Roof Ventilation installed and **entire building must be completely dried-in** with felt or approved house-wrap to prevent rain or water from entering structure and 100% of siding installed
- d) Doors, windows, chimney and fireplace vents must be installed
- e) All plumbing, electrical, and mechanical work must be roughed-in and uncovered
- f) **Insulation Baffles, Fire Caulking and Air Barrier** material installed

5) INSULATION INSPECTION

- a) Inspection deficiencies from Rough-In Inspection corrected
- b) Insulation installed in Floors **(R-19)**, Walls **(R-15)**, Ceiling **(R-30)**. **R-30 if exposed to outside air**
- c) Window and doors foamed and all draft-stopping around tub and other appropriate places installed
- d) Vapor barrier facing proper direction and intact